

MONTANA BOARD of BARBERS and COSMETOLOGISTS

Phone: (406) 841-2335

Email: dlibsdcos@mt.gov

Website: www.cosmetology.mt.gov



BOOTH RENTAL LICENSE - GENERAL INFORMATION:

- **APPLICATION:** Booth Rental Licenses are good for a period of one year and expire on July 1st. You must submit a completed Montana Board of Barbers & Cosmetologists application. The application must be submitted with all required documentation and appropriate fees, have an original signature and be notarized.
- **Completed applications and fees must be sent to:**
Montana Board of Barbers and Cosmetologists, PO Box 200513, Helena, MT 59620-0513.
- **FEES: \$40.00** **Note: All fees are non-refundable and licenses are not prorated.**
- **Booth Rental applicants must hold a current and valid State of Montana occupational license to be considered.**
- **Montana State Law 39-51-204(1)(e)** governs the services performed by a cosmetologist or barber who is licensed under title 37 chapter 31;
 - (i) who has acknowledged in writing that the cosmetologist or barber is not covered by unemployment insurance and workers' compensation;
 - (ii) who contracts with a salon or shop, as defined in 37-31-101, MCA, and which contract must show that the cosmetologist or barber; (A) is free from all control and direction of the owner in the contract; (B) receives payment for services from individual clientele; and (C) leases, rents or furnishes all of the cosmetologists or barbers own equipment, skills or knowledge; and whose contract give rise to an action for breach of contract in the event of contract termination (the existence of a single license for the salon or shop may not be construed as a lack of freedom from control or direction under this subsection).

Please be advised that these laws and regulations are not new to the State of Montana, but the Board is aware that many licensees are unaware of these requirements. If you have an inappropriate salon/shop and operator relationship, you may be violating the Board laws and rules, which may result in disciplinary action, such as fines, suspension or probation. Contact the Board office for information and questions concerning booth rental licenses at (406) 841-2335.

Do not return this page with your application. Keep this page for your records.

You are encouraged to check with the Montana Secretary of States Business office with regards to requirements for registering your business name. Please contact them at (406) 444-3665 for more information.

- If you are working as a commissioned employee or on commission, you are not an independent contractor (booth renter) under federal and state regulations. **You are an employee of the salon or shop.** The salon owner is therefore required to follow all federal, state and local tax, workers' compensation and unemployment laws on your behalf. If you have any questions please contact Department of Labor, Wage and Hour Unit (406) 444-5600 or Employment Relations Division (406) 444-6531.

Please Note:

- **The Board office has ten business days to process your completed application beginning on the business day it is received by our office.**
- **Incomplete applications will be returned to the applicant without being processed.**

Important:

- License holders are required to know and adhere to the rules set forth by the Board of Barbers and Cosmetologists. You may find the current rules on our website at www.cosmetology.mt.gov.
- Booth Rental Licenses are issued for one-year periods. A license granted by the Board will expire on July 1st of each year – even if the license was obtained in the middle of the year. Example – A license issued on March 1, 2005 will expire on July 1, 2005.
- Failure to renew a Booth Rental License by July 1st of each year will require the additional payment of a late fee before the license is renewed. An expiration date is listed on every license issued by the Board. There are no exceptions to this rule.
- The Board office will mail a renewal notice, to the last address provided in writing, to each licensee, normally 45 days prior to the license expiration date. You are responsible to keep the Board office informed of your current mailing address. Failure to inform the Board of address changes may result in late fees being assessed. **Important** – The US Postal Service will not forward mail from the Board office!
- Duplicate copies of all license types can be obtained from the Board office by submitting a written request along with the \$15.00 fee.

Do not return this page with your application. Keep this page for your records.

MONTANA BOARD of BARBERS and COSMETOLOGISTS

PO Box 200513

Helena, Montana 59620-0513

(406) 841-2335

Email: dlibsdcos@mt.gov

Website: www.cosmetology.mt.gov



Application for Booth Rental Licensure for a:

☐ Barber Booth ☐ Cosmetologist Booth ☐ Electrologist Booth ☐ Esthetician Booth ☐ Manicurist Booth

Booth rental licenses are not transferable between licensees. Booth rental licenses are portable between salons and shops. You do not need to apply for a separate booth rental license for each shop or salon you work in. Fees will not be prorated for portions of the year. Booth licenses expire July 1st of each year. Renewals are mailed to the address you provide and must be renewed by July 1st of each year. **As a booth renter, you may not operate your booth until your operator and booth licenses are valid and posted in the shop or salon. It is your responsibility to verify the salon or shop has a current and valid license.**

1. FULL NAME _____
Last First Middle

2. HOME ADDRESS _____
Street or PO Box # City and State Zip Country

3. OTHER NAME(S) KNOWN BY _____
(Maiden or other Married Names)

4. YOUR LICENSE CERTIFICATE NUMBER _____
(List your number as it appears on your current occupational license.)

5. PHONE #: (_____) _____ (_____) _____ _____
Home # Fax # Email

6. SOCIAL SECURITY NUMBER _____ FOREIGN ID NUMBER _____

12. Has any legal or disciplinary action been filed against you which relates to the propriety or fitness to practice the profession? ☐ Yes ☐ No
If yes, attach a detailed explanation.

13. Has a licensing agency ever taken or adverse or disciplinary action against your license? ☐ Yes ☐ No
If yes, attach a detailed explanation.

14. Has a complaint ever been made against alleging unethical behavior or unprofessional conduct? ☐ Yes ☐ No
If yes, please explain.

15. Have you ever had a license or work permit denied, revoked or suspended? ☐ Yes ☐ No
If yes, please explain.

16. Has your license or work permit ever been forfeited or surrendered? ☐ Yes ☐ No
If yes, please explain.

17. Do you have a signed, valid lease agreement or contract with the salon for which you are applying for a booth rental license? *Do Not Send the Board a copy!* ☐ Yes ☐ No

Return this page with your application!

18. For Manicurists and Estheticians only, have you applied for Workers' Compensation insurance or the exemption? ☐ Yes ☐ No
Only Barbers and Cosmetologists are automatically exempt under 39-71-401, MCA.

Incomplete applications, applications submitted without fees, and applications submitted without signature or notarization will be returned without being processed.

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Barbers and Cosmetologists. I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the licensing laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Legal Signature of Applicant

Date

Subscribed and sworn to by me this _____ day of _____, _____ at

City/State

Notary Public

SEAL

City/State

My commission expires _____, _____.

Return this page with your application!